

2-2 CDT 1966

MEMORANDUM FOR: Special Assistant to the Deputy Director for Support
SUBJECT : Resignation Cases Fiscal Years 1966-68 -
 Office of Finance
REFERENCE : Memo to Heads of Support Services Career
 Services fr SA/DDS dtd 7 Oct 68, subj:
 Support Services Resignation Cases

In compliance with your request in referenced memorandum,
the following answers are keyed to your numbered questions.

1. a. What is put on paper?

The employee usually submits a memorandum stating his intention to resign and the reason for his decision. This memorandum is attached to the Form 1152, Request for Personnel Action. If the employee does not submit a memorandum, he signs the reverse side of the Form 1152 stating his reason for resigning.

b. Who interviews, at what stage of the process, and what paper records are available to the interviewer?

The individual is interviewed by either the Chief, Support Staff or the Administrative Officer as soon as the memorandum of resignation is received in the Support Staff. The interviewer has on hand the employee's SF soft file and career card which combined include Fitness Reports, Biographic Profile, training reports and other information concerning the employee. The employee is usually interviewed by his Division Chief or appropriate B&F Officer prior to the interview by the Chief, Support Staff or Administrative Officer.

c. Is there paper feedback from O/Personnel Exit Processing Unit and who reads it?

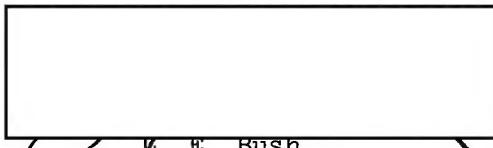
The only feedback from the Office of Personnel is the monthly separation report which is reviewed by the Chief, Support Staff and/or Administrative Officer. Occasionally a telephone call is received from O/ Personnel relative to possible reassignment of the individual.

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d. What are the differences in handling professional and non-professional resignees?

In addition to 1b. above the professional employee is interviewed by the Director or Deputy Director of Finance if determined feasible. Non-professional employees who are resigning for reasons such as marriage, military separation, moving with family or returning to school are interviewed by the Administrative Officer and Chief, Support Staff if deemed advisable.

2. See attachment for resignation statistics.
3. We do not consider any of these resignees to be "comers."



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[Signature] W. E. Bush
Director of Finance

Attachment as stated

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